



# 2013-14

## School Nutrition Programs Check List Provision 2

Use this document to check off School Nutrition Program requirements as they are completed.  
Assign responsibilities to staff members and document dates completed.  
Keep this check list on file for easy reference during an Administrative Review.



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Action/Item to Complete		Deadline	Documentation	Date Completed	Who
To Complete Early in the School Year					
	Update Sponsor and Site Information Sheet(s).	September 30, 2013	Online		
	Send Public Release.	Record Date Sent to Newspaper	Keep a Copy on File		
	If Breakfast is Offered, Complete Breakfast Outreach.*	At beginning of the school year	Keep a Copy on File		
	Request Two Sanitation Inspections.	Record Date of 1 <sup>st</sup> Inspection	Keep Letter and Inspection Reports on File		
		Record Date of 2 <sup>nd</sup> Inspection			
Training Opportunities*					
	Attend a School Nutrition Programs Administrative Training. *	September 2013	---		
	Attend a Food Service Manager Training.*	October 2013	---		
Required Self Reviews					
	On-Site Review of Meal Counting and Claiming Procedures.	Dec 2013 – January 2014	Keep a Copy on File		
	Conduct Two Afterschool Snack Program Reviews.*	October 31, 2013	Keep a Copy on File		
		February 1, 2014			
	Review and Update School HACCP Plan.	Once Annually	Keep Copy Accessible and On File		
	Ensure Wellness Plan is up to date with Current Requirements.	Review/update at least once a year	Keep Most Recent Copy on File		
Cooperative Purchase Program*					
	Cooperative Purchase Program (BID) open for Winter 2014.*	Oct. 4 – Nov. 8, 2013	Online Order Fax Signature Page to OPI		
	Cooperative Purchase Program (BID) open for Fall 2015.*	May 2 – June 6, 2014	Online Order Fax Signature Page to OPI		



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opi.mt.gov



Action/Item to Complete

Deadline

Documentation

Date  
Completed

Who

USDA Commodity Food Program					
	Submit USDA Foods Order for 2014-15 School Year.	Dec. 2013 – January 2014	Online Order		
	Sign up for the DoD Fresh Produce Program for 2014-15 (commodity order form online) <i>(Order Produce online through FFAVORS web throughout SY)</i>				
Additional Requirements					
	Complete Annual Civil Rights Training.	Record date completed	Keep Documentation Form On File		
Summer Food Service Program					
	Conduct Outreach for the Nearest Summer Food Service Program Site.	Before the End of the School Year			
	Summer Food Service Program Sponsor Application Deadline.*	May 2014			
Fresh Fruit and Vegetable Program *			<i>(qualifying schools that are eligible)</i>		
	Use 1 <sup>st</sup> Quarter Fresh Fruit and Vegetable Program Allocation.*	September 30, 2013	Keep Purchasing Records		
	Use 2 <sup>nd</sup> – 4 <sup>th</sup> Quarter Fresh Fruit and Vegetable Allocation.*	June 30, 2014	Keep Purchasing Records		
	Sign up for Fresh Fruit and Vegetable Program -- <i>If invitation was sent to your district.*</i>	May 2014	Send Addendum/Intent form(s) to OPI		
Direct Certification for Community Eligibility Option (CEO)					
	Submit User Access form for new Direct Certification Application (DCA) online system	September 2013	---		
	Conduct Direct Certification of enrolled students at least 3 times during the school year	September 30, 2013	Mark Tasks Complete in DCA System Online		
		December 31, 2013			
		March 31, 2014			
	Deadline to have 40% of enrolled students Directly Certified to qualify for the Community Eligibility Option (CEO)	April 1, 2014	DCA System Online		

**\*Asterisks on the checklist indicate optional or program specific requirements.**

**All documentation for the items listed must be kept on file for three years plus the current year.**

**Reminder:** Claims for reimbursement are due on the 10<sup>th</sup> of the following month; except months with less than 10 operating days.

If a month has less than 10 operating days, combine the month with another (i.e., combine August and September on the September claim and combine May and June on the May claim).